CLASSIFIED SUPERVISOR

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: COLLEGE SERVICES SUPERVISOR

BASIC FUNCTION:

Under the general direction of the Vice President of Business Services, plan, coordinate, supervise, and perform a variety of functions in support of college services and operations including supervising assigned college services, managing the college’s auxiliary services contracts, and managing campus-wide business services-related projects.

REPRESENTATIVE DUTIES:

Provide project management support to the Vice President to implement complex projects by identifying and managing critical paths, resource and time requirements, communication processes, and project optimizing and contingency plans. Projects will include college-wide initiatives such as the annual program review process and accreditation self-study processes. 

Manage auxiliary services contracts such as bookstore, food services, vending, and photocopying/reprographics, including ensuring contract compliance, tracking revenues and expenditures, and resolving issues and complaints; assist with identifying, renewing, evaluating, modifying, and terminating District-wide auxiliary services contracts.

Plan, implement, and manage various assigned business services-related projects including conducting needs assessments, developing and monitoring implementation strategies, and developing and tracking schedules of completion.

Coordinate and supervise the Civic Center office and associated operations and staff including the reservation process, event set-ups, event management, and marketing; ensure compliance with relevant state and district regulations, codes, policies, and procedures; develop and manage the Civic Center budgets.

Coordinate the college’s telephone/switchboard and mailroom operations and supervise associated staff; coordinate campus-wide training for new and advanced telephone features.

Plan, implement, and maintain the college inventory control system; coordinate the annual inventory process for college equipment and assets; utilize an inventory management system to analyze inventory reports for depreciation and to track equipment; coordinate with the college warehouse to reconcile the receipt, tagging, and disposal of college equipment.

Develop and maintain a tracking system for campus-wide facilities projects to monitor progress and provide status updates to the Vice President of Business Services; serve as a liaison between the office of the Vice President and the maintenance and operations department for the purpose of ensuring the appropriate prioritization of goals and objectives.

Monitor campus-wide photocopying and reprographics activity to ensure cost effective use; develop and implement strategies to address inefficient use and minimize cost.

Coordinate vehicle reservations including processing requests, scheduling, and issuing keys and

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gas cards; prepare and maintain maintenance logs. 

Create and submit reports pertaining to applicable college services and assigned projects.

Provide information and assistance to faculty, staff, students, vendors, outside agencies, and the public pertaining to applicable college services and assigned projects.

Hire, train, supervise, and evaluate assigned staff and student workers.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of project design and management, including needs analysis, critical paths, and contingency plans
- Principles and practices of contract management
- District organization, operations, policies, procedures, and objectives
- Principles and practices of supervision and training
- Office productivity computer applications including word processing, spreadsheet, email, database, and inventory tracking systems
- Principles of budget development and maintenance
- Principles of business letter writing and report preparation
- Principles and practices of inventory management
- Principles of English grammar, spelling, and composition
- Basic accounting principles, practices, and procedures
- Customer service methods and techniques

ABILITY TO:

- Plan, implement, and manage complex projects including organizing and facilitating project teams
- Plan, organize, and supervise assigned college services
- Train, supervise, and evaluate personnel
- Schedule, coordinate, and facilitate meetings
- Establish and maintain an effective inventory control system
- Interpret, apply, explain, and ensure compliance with applicable regulations, policies, and procedures related to assigned services and contracts
- Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications as well as specialized software applications
- Learn and apply new information and skills
- Prepare, analyze, and interpret financial statements and other fiscal information to develop and maintain budgets
- Plan and organize work to meet changing priorities and deadlines
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Demonstrate sensitivity to students, colleagues, and others with diverse cultures, languages, ethnic, and socioeconomic backgrounds
- Analyze situations accurately and adopt effective courses of action
- Establish and maintain effective and collaborative working relationships with those contacted in the course of work
COLLEGE SERVICES SUPERVISOR (continued)

Exercise initiative and independence of judgment and action
Prepare reports by gathering, organizing, and analyzing data from a variety of sources

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education:

Bachelor's degree from a recognized college or university

Experience:

Three years of experience managing projects of similar complexity to that performed by the position. Supervisory experience is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office/college campus environment

PHYSICAL ABILITIES:

Hearing and speaking to exchange information
Vision to read correspondence and reports and to use the computer
Sitting and standing for extended periods of time
Dexterity of hands and fingers to operate office equipment, prepare reports and forms, and use a computer keyboard